

FACILITY RESERVATION

PLEASE FILL OUT THE FOLLOWING INFORMATION:

1. Name of the person requesting reservation: (i.e., the applicant)

2. Name of owner or renter sponsoring reservation: (i.e., the sponsor)

3. Lot and division number of owner or renter sponsoring the event:

Lot # _____ Division# _____

4. Today's date: _____

5. Date facilities needed: _____

6. Time of party: _____

7. Number of people expected to attend: _____

8. Nature of party: _____

9. Area of Shore Woods to be reserved: (e.g., kitchen, main meeting room, fireplace room, beach, etc.)

Please coordinate your rental with the Caretakers. Sponsor shall fill out page one of this form AND submit two checks: \$100.00 damage/cleaning deposit AND the non-refundable rental fee for the number of individuals you expect to attend. (The rental fee check will be deposited.) Please include a stamped, self-addressed envelope for Caretakers to return your damage/cleaning deposit check. To secure your reservation these items must be turned in to the Caretakers at the clubhouse. *(For reservations made more than 3 months in advance, the damage deposit also will be deposited, so you may submit just one check. The deposit will be refunded by our bookkeeper upon confirmation by the Caretakers.)*

I/WE HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS AND WILL ENSURE THAT I/WE AND GUESTS ABIDE BY THEM:

Signature (applicant)

Signature (sponsor)

Address

Address

Phone

Phone

CLUBHOUSE RENTAL – RULES AND REGULATIONS

\$100.00 DAMAGE/CLEANING DEPOSIT REQUIRED

I understand the following rules and regulations and will ensure that my guests and I abide by them.

1. Sponsor assumes responsibility for the conduct and deportment of all guests, and for any problems of maintaining order. If sponsor is negligent in assuming this responsibility, the damage/cleaning deposit will be forfeited.
2. The gathering must be over by 11:00 p.m. (unless special arrangements are made in advance with the Caretaker). Parties are allowed no later than 1:00 a.m. under any circumstances. Swimming pool closes promptly at 8:00 pm Sunday through Thursday and 9:00 pm on Friday and Saturday.
3. The sponsor agrees to indemnify Shore Woods Maintenance Commission for any damage to the facility or any loss or damage to furniture and equipment, or any claim of damages for injury to persons or property arising out of or connected with the activity.
4. The facilities used must be cleaned by 10:00 am the day following the event. This cleaning includes sweeping, collecting and disposing of all garbage inside and on the grounds, wiping off all tables and chairs, cleaning the kitchen and bathroom areas. Members and/or persons renting the clubhouse for special activities must not wet mop the floor; if mopping is required the Caretakers will provide specific guidance for cleaning the wood floors. If not done satisfactorily, a cleaning charge based on Caretaker hourly pay rate will be deducted from the damage/cleaning deposit.
5. The Caretaker has final authority and may stop the party at any time if the rules and regulations are not met.
6. Overnight use of the clubhouse is not permitted.
7. Reservations are not available on the following holidays: Memorial Day, Fourth of July, and Labor Day (Fri-Sat-Sun-Mon).
8. Persons in wet swimsuits are not allowed upstairs in the clubhouse. Please, no wet towels or toys either.
9. Children under 13 must always be supervised by an adult (18 or older) in the immediate (downstairs) pool area when using either pool. Children 13 – 17 must have a buddy with them at all times in the immediate pool area.
10. **ALL PERSONS USING THE POOL DO SO AT THEIR OWN RISK. THERE IS NO LIFEGUARD ON DUTY.** No more than 8 guests per member may use the pool at any one time.
11. No food or alcohol allowed in the pool area. NO GLASS, other breakables, gum, or baby oil.

Rules and Regulations, continued...

12. Only approved pool toys allowed — no large inflatables, please. No Styrofoam objects or items with glitter in the pool. No band-aids.
13. No glass or breakables of any kind allowed on the deck or beach area. (EXAMPLE: dishes, condiment jars, beer or wine bottles.
14. Keep in mind that all facilities must be shared. Your reservation does not entitle you to exclusive use of the facilities, but ensures that no other party will be held that day during the hours of your activity. The kitchen is open to ALL members at ALL times. The kitchen is used for light cooking only. (NO heavy frying.)
15. Pets are not allowed in the clubhouse or pool area.
16. There is a capacity limit of 50 for clubhouse parties.
17. There is a non-refundable fee, as well as the \$100.00 damage/cleaning deposit, based on the number of guests invited. Please note below:

9 – 20	\$35.00
21 - 35	\$50.00
36 - 50	\$100.00

18. If a reservation is cancelled within fifteen days of an event, a \$20 reservation fee will be retained.
19. Fires allowed only in fireplace at clubhouse. No lighted candles, etc. Candles on birthday cakes allowed so long as there is supervision by an adult. No beach fires against logs or the banks, or when fire bans are in force.

Note: See complete set of Rules and Regulations for more details.

PLEASE be sure that all children are well supervised at all times.

Your complete cooperation will be sincerely appreciated.

Thank you.